

State Procurement Officer Certification Training Program (February 2012)

ELM – SELF ENROLLMENT INSTRUCTIONS

- Go to the PeopleSoft Portal at <https://www.connectnd.us/psp/ndrp/EMPLOYEE/EMPL/h/?tab=DEFAULT> and enter your **User ID** and **Password**.
- Under ELM Self Service Applications in the middle of the page, select **Search Catalog**.
- Click in the **Search the Catalog** field and enter the course you are looking for.
- Click **Search Activities**.
- Click on the activity you are interested in and review the information given.
- Click the **Enroll** button.
- If you decide to drop the course you have registered for, go to **ELM SS My Learning** and select the title of the course you want to drop. Then click on the **Drop** button.
Review Information to see if there is a drop charge and click the **Drop** button.

If you do not have access to PeopleSoft, please contact your agency's training administrator.